

# POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.  
**199754**

## 2. Reason for Submission

## 3. Service

## 4. Employing Office Location

## 5. Duty Station

## 6. OPM Certification No.

☒ Redescription ☐ New  
☐ Reestablishment ☐ Other

☒ Hdqtrs ☐ Field

**Washington, DC**

**Washington, DC**

Explanation (Show any positions replaced)

**EX-905 #10606**

## 7. Fair Labor Standards Act

## 8. Financial Statements Required

## 9. Subject to IA Action

☒ Exempt ☐ Nonexempt

☒ Executive Personnel Financial Disclosure ☐ Employment and Financial Interest

☐ Yes ☒ No

## 10. Position Status

## 11. Position Is

## 12. Sensitivity

## 13. Competitive Level Code

☐ Competitive  
☒ Excepted (Specify in Remarks)  
☐ SES (Gen.) ☐ SES (CR)

☐ Supervisory  
☒ Managerial  
☐ Neither

☐ 1--Non-Sensitive ☐ 3--Critical  
☐ 2--Noncritical Sensitive ☐ 4--Special Sensitive

## 14. Agency Use

## 15. Classified/Graded by

## Official Title of Position

## Pay Plan

## Occupational Code

## Grade

## Initials

## Date

a. Office of Personnel Management

b. Department, Agency or Establishment

**Register of Copyrights**

**EX**

**905**

**SPC 8/16/10**

c. Second Level Review

d. First Level Review

e. Recommended by Supervisor or Initiating Office

16. Organizational Title of Position **Associate Librarian for Copyright Services & Register of Copyrights**

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

**Library of Congress**

a. First Subdivision

**Office of the Register**

b. Second Subdivision

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

Signature of Employee (optional)

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that

this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

**James H. Billington  
Librarian of Congress**

Signature

Date

Signature

Date

**8/13/10**

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position

Typed Name and Title of Official Taking Action

**Dennis M. Hanratty**

**Director, Human Resources Services**

Signature

Date

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

## 23. Position Review

## Initials

## Date

## Initials

## Date

## Initials

## Date

## Initials

## Date

## Initials

## Date

a. Employee (optional)

b. Supervisor

c. Classifier

24. Remarks

25. Description of Major Duties and Responsibilities (See Attached)

# REGISTER OF COPYRIGHTS

EX-905

PD#: 199754

## INTRODUCTORY STATEMENT:

The Register of Copyrights (the Register) is the principal United States (U.S.) public official in the field of copyrights and the director of the U.S. Copyright Office. The Register works under the general direction of the Librarian of Congress (the Librarian), reporting on the provision of public services and other operational matters, consulting with him on major policy issues involving intellectual property, and keeping him informed of significant developments affecting the Copyright Office and the Library of Congress and other libraries. The Register is the copyright advisor to the Librarian, and works in partnership with him on matters of mutual interest. The Register exercises a high degree of independence in executing provisions of copyright and other intellectual property laws of the U.S. as prescribed in Title 17, U.S. Code. The Register has final authority in determining the registration of individual claims and recordation of documents concerning copyrights, mask works and vessel hulls. The Register also decides novel questions of law referred by the Copyright Royalty Judges. The Register is the U.S. leading expert in international copyright obligations and is an active participant in international copyright activities. The Register oversees office employees performing a wide range of public services, legal and administrative duties.

## MAJOR DUTIES:

1. Serves as director of the Copyright Office with complete responsibility for the management and operations of the Office in accordance with the provisions of the Title 17. The Register directs and ensures the timely provision of public services, principally the registration of copyright claims, the recordation of documents and the administration of compulsory licenses. The Register directs the functions and activities of seven divisions, the Administrative Services Office, the Copyright Technology Office, the Office of the General Counsel and the Office of Policy and International Affairs. The Register oversees a staff of approximately 500 employees represented by two unions. The staff consists of registration specialists, public information officers, librarians, lawyers, licensing specialists and others, who are engaged in examining and cataloging of claims, recording documents, administering of statutory licenses and other activities. The staff also advises Members of Congress, Congressional Committees, and Congressional staff on national and international issues of copyright and related matters, and provides information and technical assistance to federal departments, including the U.S. Department of State, the U.S. Trade Representative, and the U.S. Department of Commerce.

2. Is responsible for all of the legal activities and deliberations of the Office. The Register serves as the head of the Office's Review Board, which deals with requests for reconsideration of registration specialists' refusals to register claims to copyright, mask works, and the designs of vessel hulls. With respect to litigation, the Register works with the Department of Justice on questions involving the registrability of works, the constitutionality of provisions of the copyright and related rights laws, and important issues of copyright law and policy. Triennially, following an extensive rulemaking process, the Register recommends to the Librarian exemptions to be granted for circumventing access controls for a three-year period. The Register also reviews the decisions of the Copyright Royalty Judges for legal error; issues written decisions where error is found; and, upon referral from any of the Judges, decides through written decision, novel questions of law raised in proceedings before the Royalty Judges. The Register advises the Librarian on the appointment of Copyright Royalty Judges to six-year terms.
3. Advises Congress on the need for changes in legislation relating to intellectual property and, as directed by Congress, produces studies on timely topics with recommendations for congressional action. Consults formally and informally through hearings and otherwise with interested members of the public, bar committees, representatives of authors and other creators, representatives of the educational and library communities, representatives of the creative industries, and legal professionals concerning the need for legislative, policy, and administrative changes. Proposes legislation, testifies before committees of Congress and prepares statements and opinions concerning proposed legislation. Devises methods and procedures to implement enacted legislation.
4. Advises U.S. Government officials on questions concerning copyright treaties, proclamations, and conventions and whether the U.S. should advocate for or become a party to such agreements. Advises U.S. Government officials on interpretations of foreign copyright laws and with respect to legal initiatives of foreign countries and intergovernmental bodies. Advises whether the form and content of such agreements and initiatives are in the public interest and in the interest of American authors, artists, publishers, producers, and other creators and distributors of intellectual property. Advises and assists U.S. Government officials in drafting such agreements to assure effective and appropriate protection to literary and artistic property in the U.S. and abroad. Confers with officials of foreign countries and intergovernmental agencies to secure the implementation of existing treaties. Oversees the International Copyright Institute, a training program for copyright officials from developing countries and countries in transition. In response to requests from U.S. Government officials, represents the Government at conferences dealing with copyright conventions, treaties and related rights and interests. Supports the U.S. Trade Representative including providing assistance in the negotiation of bilateral and multilateral trade



agreements that increase the level of protection of U.S. intellectual property in foreign markets.

5. Speaks for the Copyright Office on copyright matters, and frequently represents the position of the U.S. Government on copyright matters. Represents the Copyright Office at governmental, professional and public gatherings in the U.S. and abroad. Prepares appropriate statements and technical addresses which ~~express~~ the official position of the Copyright Office on matters concerning copyright. Serves as a member of various panels and committees, and acts as principal technical advisor for the U.S. at international copyright meetings and conferences. Visits foreign countries on copyright business and attends conferences and meetings as a representative of the Copyright Office and the Library.
6. Serves on the Executive Committee (EC) of the Library of Congress, its primary policy-making and governing body, whose members include the Library's Chief of Staff, the Associate Librarians, the Director of the Congressional Research Service, the Law Librarian, and others. The Register shares with the other members of the EC responsibility for the formulation and administration of policies affecting the entire Library, for coordinating the establishment of Library-wide budget priorities, for strategic planning and for analysis of performance against the strategic plan.
7. Furthers the spirit and practice of the Library's Equal Employment Opportunity Program. The Register ensures that the Library's commitment to workforce diversity is carried out by eliminating discrimination on the basis of race, color, religion, sex, age, national origin or disability.